

ROOF KEY PLANS FOR SCHOOL BUILDING PROJECTS THAT INCLUDE ROOFING

For any project that incorporates new roof construction or any project incorporating a total replacement of an existing roof (i.e., down to the roof deck), the State Department of Education (SDE), Bureau of School Facilities now requires the district to submit a roof key plan in conjunction with the review/approval process. The SDE will use the information to prorate the grant calculation for roofs that are between 15 and 20 years old and when considering roof pitch waivers for existing roofs.

Provide an **Overall Roof Key Plan**. Refer to the Sample Plan included in handout. The key plan shall be on one drawing sheet (8 ½" x 11" minimum sheet) unless there is more than one detached building included in the project scope.

The Sheet shall be formatted with a title block that includes the name and address of the facility. Include the current SDE state project number, drawing date, and identify the person creating the document (design professional/company name). Also provide a **North arrow**.

Use a Legend-style arrangement to provide the following information. This information can be on a separate sheet, provided the same sheet format described above is used.

- a.) Each (separate) **roof area** shall be assigned a designator (**A, B, C, etc**). Designators are required for each existing and new roof addition. **DO NOT SHADE or CROSS-HATCH** roof areas.
- b.) Indicate the **square footage** for each roof area, and the **total roof area** for entire building (or buildings).
- c.) Identify the **programmatic area(s)** immediately under the area of roof replacement. Use basic descriptions (classrooms, science labs, media center, gymnasium, auditorium, etc.)
- d.) Provide the **date of installation** for each roof area. (if known). Otherwise leave blank for future use.
- e.) Identify the roofing material for each area (asphalt shingles, b.u. roofing, membrane, etc.)
- f.) Indicate the roof pitch/slope.